

# **Notre Dame High School Chromebook Acceptable Use Policy and Contract**

Notre Dame High School has implemented a program for the school's 1:1 initiative as outlined in our Strategic Plan. As part of this 21<sup>st</sup> Century educational environment, learning can take place at any time and anywhere. Having this technology available to students at all times will foster learning and engage students in a unique way. Additionally, it will help prepare students for their futures in college or in the workplace.

The policies and procedures listed will apply to all Chromebooks used by the NDHS students as part of this program. Teachers may set additional requirements within their classrooms.

All terms of Acceptable Use Policy contained in the Parent/Student handbook apply.

## **Ownership:**

Notre Dame High School will retain title to the equipment at all times. Any software or APPs that are installed by NDHS on the Chromebook will likewise be owned by NDHS. All equipment must be returned to the school in good operating condition.

## **Use and Storage:**

The primary use of the Chromebook is for educational purposes. The student may use the Chromebook for other purposes only to the extent that it does not interfere with its primary educational use.

- Students are responsible for bringing their Chromebook to school each day fully charged.
- Chromebooks should be locked in a secure place (lockers) when not with the student. They should never be left unattended.
- Chromebooks are never to be loaned to other students and passwords are not to be shared.
- Any content added by the student (music, pictures, etc.) must be appropriate for NDHS students. No adult content may ever be on a student Chromebook. Being allowed to download is a privilege, which may be revoked.

- While there are filters in place at NDHS, parents are responsible for student use. Parental monitoring when off campus is highly recommended. School policies will apply when off campus.
- Students should backup important files to Google Drive, iCloud, Dropbox, etc. If a Chromebook has any technical issues, it may require re-imaging which will wipe out content.
- If there are any technical issues, the Chromebook should be taken immediately to the Director of Institutional Technology (Mrs. Cartier).

### **Loss, Theft, or Damage:**

The Chromebook is an essential part of learning, just as a textbook would be. Students will be responsible for the Chromebook in the same manner as a textbook.

### **Loss:**

Chromebooks that are lost must be reported to the Main Office immediately, and the students will be responsible for replacement at \$350. Students may not replace the device on their own.

### **Theft:**

If the Chromebook is stolen, parents/students may choose to file a police report. Parents may choose to submit the theft to their homeowner's insurance for possible reimbursement.

### **Damage:**

Any damage other than normal wear and tear will be the responsibility of the student/parents.

### **Loaner Devices:**

The school maintains a limited number of loaner devices that will be available to students whose Chromebooks are in need of repair. However, the school cannot guarantee that a Chromebook will be available at the time a student may need one or that a loaner will have all necessary apps installed.

### **Prohibited Use:**

- Any action that violates current school policy or public law
- Violation of Copyright Laws
- Cyber bullying
- Circumventing the management system, software, or the filters
- Installing a Virtual Private Network (VPN)

**Privacy:**

There is no expectation of privacy for any communication made using the device or for any content stored on the device. NDHS reserves the right to inspect the device and its contents at any time and for any reason. Any content including, but not limited to audio, video, photographs, and music could be subject to discovery in the event of legal action or otherwise subject to access by third parties pursuant to law.

**General Care and Use:**

The Chromebook assigned to a student remains the property of NDHS; therefore, students are expected to care for the device in a proper and respectful manner. The school may charge for loss or damage to the device and/or any accessories.

**General Use and Care Guidelines:**

- Use a clean, soft dry cloth to clean the Chromebook screen; no cleaners of any type should be used.
- Insert and remove cords and cables carefully to prevent damage to connectors.
- Do not write, draw, or apply any stickers or labels to the Chromebook that are not the property of the school.
- Handle the Chromebook carefully. Screens can crack not only when dropped by also when twisted or subjected to pressure from stepping or leaning on them.
- Do not leave the Chromebook in places of extreme temperature (hot or cold), humidity, or limited ventilation (e.g., in a car) for an extended period of time.

**Internet Safety:**

It is the policy of Notre Dame High School to:

- Prevent school network access to or transmission of inappropriate material via the Internet, electronic mail, or other forms of direct electronic communication, through firewalls and filters.
- Comply with the Federal Communications Commission's Children's Internet Protection Act (CIPA).

Notre Dame High School staff monitors student use of the Internet, through either direct supervision, or by monitoring Internet use history, to ensure that network services are used within the context of the school's instructional program, educational goals, and to enforce the Internet Safety Policy and Acceptable Use Policy. Chromebooks will be filtered both in and out of school.